

NJ SMART: Student Level Data Submission

Fall 2006



Agenda

- NJ SMART Initiative
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 - Why is NJ SMART Important to Your District?
 - NJ SMART Phases
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NJ SMART Background

- NJ Standards Measurement and Resource for Teaching (NJ SMART) was initiated several years ago for three primary reasons:
 1. New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured and monitored.
 2. Major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB), require states and districts to collect greater quantities of data to meet increasingly intensive reporting standards.
 3. NJDOE is committed to providing better information to LEAs and other stakeholders, simplifying the burdensome data reporting requirements, and increasing administrative efficiency through the use of technology.



Why is NJ SMART Important to Your District?

One of New Jersey's most pressing needs is a student level database that allows educators to track student outcomes over time and across districts.

- A warehouse that integrates state assessment data affords your district access to assessment reports that allow you to easily monitor and compare critical performance measures according to your district's interests and needs;
- A local datamart offers the chance to bring your district's varied data sources together in an integrated warehouse, allowing your staff access to linked student data;
- A unique statewide student identifier (SID) allows your district to more effectively track students as they transfer in and out of the district.



NJ SMART Phases

- Phase I: State Assessment Data Warehouse (Fall 2005)
- Phase II: Pilot Assessment Comparative Analysis Tool [EDanalyzer] (Spring 2006)
- Phase III: Pilot Student Level Data Submission (August 2006)
- Phase IV: Statewide Student Level Data Submission (December 2006)
- Phase V: Assignment of Statewide Student Identifiers (March 2007)
- Phase VI: Expansion of Data Reporting Requirements (Spring 2007)



Student Level Data Submission

- All districts and charter schools will be required to submit student level data on December 18, 2006
 - For this submission, two data files are required:
 - 2005-2006 End of Year or June 30 Snapshot
 - Abbott districts have already fulfilled this data submission requirement
 - December 1, 2006 Snapshot
- Going forward, student level data submissions will occur three times per year
 - October 15 Snapshot
 - December 1 Snapshot
 - End of Year or June 30 Snapshot



Goals of Initial Data Submission

- NJDOE has defined a core set of data elements that will be reported by districts/charters to the State to accomplish:
 - Assignment of statewide student identification numbers (SIDs)
 - Calculation of graduation and dropout counts according to the National Governor's Association formulas
 - FamilyCare outreach requirements defined by Department of Human Services



Data Elements (Refer to Data Dictionary)

STUDENT INFORMATION

- First Name
- Middle Name
- Last Name
- Generation Code/Suffix
- Gender
- Date of Birth
- City of Birth
- State of Birth Code
- Country of Birth Code
- Local Identification Number (LID)
- State Identification Number (SID)
- Ethnicity
- Race
- City of Residence
- Status

ENROLLMENT INFORMATION

- County Code - Resident
- District Code – Resident
- School Code – Resident
- Status
- County Code - Attending
- District Code - Attending
- School Code – Attending
- School Entry Date – Attending
- District Entry Date -- Attending

PROGRAM INFORMATION

- Grade Level
- Program Entry Date
- Program Type Code
- Program Exit Date
- Program Exit/Withdrawal Code
- Year of Graduation

HEALTH-RELATED INFORMATION

- Health Insurance Status
- Health Insurance Provider
- Date of Last Medical Exam
- Date of Last Lead Test
- Date of Initial Polio Immunization

FILE SUBMISSION INFORMATION

- School Year
- Reporting Period Begin Date
- Reporting Period End Date



Data Elements (cont.)

- **The State Identification Number field should remain empty at this time.** Once the SIDs are assigned and distributed you will include this data element in future data submissions.
- **Local Student IDs:** The initial data will be loaded using your local student identification number as the primary identifier. It is important that this field be treated as an alpha data type in order to maintain leading zeros.
- **Health-related data elements** listed in the data dictionary (Health Insurance Status, Health Insurance Provider, Date of Last Medical Exam, Date of Initial Polio Immunization, Date of Last Lead Test, Lead Level) should be reported only for the December 1st snapshot.
- **Reporting Period Start/End Dates:** For the 2005-2006 data submission only, this should represent the school year start and end dates. For all other submissions, this is the first day of the reporting period and the last day of the reporting period based on NJDOE policy.



Data Elements (cont.)

- **IMPORTANT – you must include a list of all students that were active at any point during the reporting period.**
 - Status: active or inactive as of the snapshot
 - Program Exit/Withdrawal Code/Date: used for students who have left the district during this period

- **This dataset includes ethnicity and race codes that are identical to the most recent state assessment codes and the recent proposed federal guidelines.** These allow for
 - Multiple race selection and separate race identifiers: select each applicable race to represent multiple race.
 - ***Multi-race option has been retained for this cycle ONLY to accommodate 2005-2006 student information storage methods.*** Dec. 1st snapshot cannot include multi-race or race unknown options.



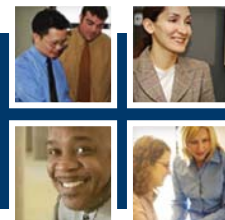
Expansion of Data Submission Requirements

- States that have moved to student level data submission have indicated it takes 2-4 years for the system to be fully operational and effective.
- The State has planned for an evolutionary and iterative process of implementing both student level data submission and a unique student identifier.
- The State will expand and refine the data request during Spring 2007 based on the results of the initial data request.
- Long term plans include student level data submission replacing some of the summary level state reports.



Preparing Files for Submission

- Data must be submitted in .CSV (Comma Separated Variables) format
- All column headers must conform to the Data Element name in the data dictionary
- All data must conform to the parameters specified in the data dictionary
- Files must be named in accordance with the ***NJSMART_SLD_Snapshotdate_Year*** naming convention
 - Example: NJSMART_SLD_Dec1_2006



Preparing Files for Submission (cont.)

- **Upload File Sequence**: This is the required position of each data element in the .CSV file.
- **Data Element**: This is the name of the field as it should appear in the column header of the submission file.
- **Description**: This is a narrative description of the data.
- **Data Type**: This designates the field as Alpha (letters only), Numeric (numbers only), or Date.
- **Format**: This presents the required format for the field, the maximum number of characters allowed for the field, or other formatting requirements.
- **Required?**: This indicates whether the data element is required for submission.
- **Range**: Where applicable, explanations of the range of acceptable values for the field.
- **Comments**: Where necessary, explanations of data validation requirements.



Preparing Files for Submission (cont.)

- ***NOTE: For the data submission due to NJ SMART by December 18, 2006, you will be preparing two separate extracts for uploading to the NJ SMART portal, one for each of the following snapshots:***
 - School Year 2005-2006 (End of Year or June 30)
 - December 1, 2006



Using the NJSMART Portal

- The NJ SMART portal is a secure website to which all NJSMART data files will be uploaded
- Requires district NJ SMART administrator to have a secure username and password
 - Usernames and passwords will be distributed to NJ SMART administrators in November
- NJ SMART data extract upload webinar trainings will be offered in mid-November to prepare data Points of Contact on data upload processes



Submitting a File to the NJ SMART Portal



Watchung Hills Regional

- Home
- Account Management
- Uploading Data
- State ID
- District Data Management
- Releasing Data
- Modify This Worksp

This page provides facilities for uploading data so that it can be tracked in your district's data store. These are the rest of the instructions. These are the rest of the instructions. These are the rest of the instructions. These are the rest of the instructions. These are the rest of the instructions. These are the rest of the instructions.

MANAGE - Upload Student Extracts


Extract - Upload History

Upload New Extract

	User Name	Upload Time Stamp	User IP	File Size	File Name (LEA)
View Details	VSDEV\Administrator	9/22/2006 11:03:32 AM	127.0.0.1	2886	CleanData33.csv
View Details	VSDEV\Administrator	9/16/2006 7:54:09 AM	127.0.0.1	2886	CleanData32.csv
View Details	VSDEV\Administrator	9/15/2006 8:03:02 PM	127.0.0.1	2884	CleanData31.csv
View Details	VSDEV\Administrator	9/15/2006 8:00:40 PM	127.0.0.1	2884	CleanData30.csv
View Details	VSDEV\Administrator	9/15/2006 7:55:40 PM	127.0.0.1	2885	CleanData29.csv
View Details	VSDEV\Administrator	9/15/2006 7:50:44 PM	127.0.0.1	2884	CleanData28.csv
View Details	VSDEV\Administrator	9/15/2006 7:49:04 PM	127.0.0.1	2884	CleanData27.csv
View Details	VSDEV\Administrator	9/15/2006 7:16:05 PM	127.0.0.1	2884	CleanData26.csv
View Details	VSDEV\Administrator	9/15/2006 7:13:54 PM	127.0.0.1	2886	CleanData25.csv



Submitting a File to the NJ SMART Portal



Watchung Hills Regional

[Home](#) | [Account Management](#) | **[Uploading Data](#)** | [State ID](#) | [District Data Management](#) | [Releasing Data](#) | [Modify This Workspace](#) ▼

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MANAGE - Upload Student Extracts

File Upload

Use this panel to upload extract files to the server. Each file you upload will be stored and will be available for retrieval at a later date.

<div>This is a test of the upload facility</div>	<div>Enter any comments you would like to add to this upload here.</div>
<div>State Extract ▼</div>	<div>Select the type of extract file being uploaded.</div>

C:\temp\CleanData33.csv

Browse...

Upload File

You did not specify a file to upload.

• [Return to List](#)



Managing Data Errors Through the Portal



Watchung Hills Regional

- Home
- Account Management
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This page provides facilities for checking and maintaining the quality of your district's submitted data. When you upload your data, the system runs a series of checks to see if it meets the standards required by the state. This pages provides you with tools to help you identify these problems and what rules look for in your data.

District Data Summary

StatePrId	34434
NCESId	N54444
LEAName	Sample District
LEAURL	http://www.sampledistrict.org
CongressionalDistrict	N12345
StudentCount	3781

The following is a summary of the enrollment counts for each school, as reflected by the data last uploaded from your district.

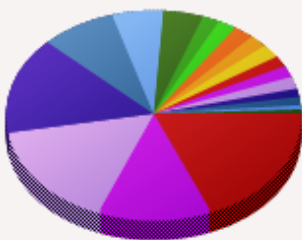
SchoolName	EnrolledStudents	LocalId	StatePrId
Adams Elementary	553	180	134EDC7
Grover Cleveland Elementary	417	227	E3E86F4
Hobble Creek High	15	1	1234055
Kennedy Elementary	561	164	C134C34
Van Buren Elementary	486	166	8D7E84F
Washington High School	742	223	4FB98A6
Washington Middle School	404	440	8627873
Westside Elementary School	3	5	1234005
Woodrow Wilson Middle	524	226	2D256A1

District Data Quality Summary

The following is a summary of errors outstanding in your district's data, classified by application (if applicable) and rule set.

RuleSetName	AppName	Total Errors
Basic Data Checks	SIS	217
State Reporting Checks	SIS	0
State Transportation Reports	Transportation	0

Types of Errors



- Missing street name (16.59%)
- Missing or bad city name (16.59%)
- Street numbers should be numeric (14.75%)
- Middle Name Requirements (11.52%)
- State ID missing (9.22%)
- Check birth date / grade reasonableness (7.83%)
- Invalid birth date (5.99%)
- Invalid characters in first name (2.3%)
- Invalid characters in last name (2.3%)
- Birthdate Invalid or out of school range (2.3%)
- Duplicate student records (1.84%)
- Possible duplicates - names that sound alike (1.84%)
- Invalid Language Code (1.38%)



Managing Data Errors Through the Portal

Washington High School	742	223	4FB98A6	
Washington Middle School	404	440	8627873	
Westside Elementary School	3	5	1234005	
Woodrow Wilson Middle	534	336	3D356A1	

- Invalid characters in last name (2.3%)
- Birthdate Invalid or out of school range (2.3%)
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Data Integrity: Rules and Errors

Integrity Rules - Summary - Errors Only

☒ Errors Only

	Rule Set Name	Rule - Summary	Number of Errors	
View Rule Details	Basic Data Checks	Missing Birth Date	1	View Records
View Rule Details	Basic Data Checks	Check birth date / grade reasonableness	17	View Records
View Rule Details	Basic Data Checks	Invalid characters in first name	5	View Records
View Rule Details	Basic Data Checks	Invalid characters in last name	5	View Records
View Rule Details	Basic Data Checks	Middle Name Requirements	25	View Records
View Rule Details	Basic Data Checks	Birthdate Invalid or out of school range	5	View Records
View Rule Details	Basic Data Checks	Street numbers should be numeric	32	View Records
View Rule Details	Basic Data Checks	Apartment number check	2	View Records
View Rule Details	Basic Data Checks	Missing street name	36	View Records
View Rule Details	Basic Data Checks	Missing or bad city name	36	View Records
View Rule Details	Basic Data Checks	Bad area code	2	View Records
View Rule Details	Basic Data Checks	Bad Phone Number	1	View Records
View Rule Details	Basic Data Checks	Place of birth	3	View Records

Data Integrity: Control Functions



Managing Data Errors Through the Portal

SchoolName	EnrolledStudents	LocalId	StatePrId
Adams Elementary	553	180	134EDC7
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Data Integrity: Rules and Errors

View Data Errors

Rule:

Place of birth cannot be a state name

Rule Overview:

Place of birth should be the name of the city or town where the student was born. It looks like your records show a state name here.

Reason for Failure:

Please check and correct the student record.

Records that caused failure:

Student ID	First Name	Last Name	Gender	Date of birth	Place of Birth	
704922	GERTRUD	DEWITT	F	Nov 4 1991 12:00AM	NJ	View Student Record
106440	RANA	SQUIRES	F	Dec 1 1997 12:00AM	PA	View Student Record
793677	NICHELE	CORCORAN	F	Apr 2 1996 12:00AM	AZ	View Student Record

• [Return to List](#)



Next Steps

- ✓ Submit Completed NJ SMART District Data Point of Contact Sheet (*ONE per district*)
- ✓ Receive NJ SMART Portal Username/Password in Early November
- ✓ Extract and Format Required Data
- ✓ Attend NJ SMART Portal Training in November
- ✓ Upload Two Files to NJ SMART by December 18th



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